



**Collin County  
Parks and Open Space  
Project Funding Assistance Program  
Application**

Please use Arial Font size 11 and submit a signed original Application and 12 photocopies stapled and pages numbered. Please no cover pages, this should be Page 1.

**SECTION 1: APPLICANT AND PROJECT INFORMATION**

<b>1. Project Applicant Information</b>	
Applicant – (Legal Name): <input style="width: 90%;" type="text" value="Myers Park &amp; Event Center"/>	Project Contact Name/Title: <input style="width: 90%;" type="text" value="Judy Florence/Park Manager"/>
Complete Mailing Address: <input style="width: 90%;" type="text" value="Myers Park &amp; Event Center"/> <input style="width: 90%;" type="text" value="7117 County Road 166"/> <input style="width: 90%;" type="text" value="McKinney, TX 75071"/>	Telephone Number: <input style="width: 90%;" type="text" value="972-548-4792"/>
Fax Number: <input style="width: 90%;" type="text" value="972-547-5743"/>	E-mail Address: <input style="width: 90%;" type="text" value="jflorence@collincountytexas.gov"/>
Federal Tax Identification Number: <input style="width: 90%;" type="text" value="n/a"/>	Date Resolution Signed: <input style="width: 90%;" type="text"/>
<b>2. Project Title:</b>	
<input style="width: 95%;" type="text" value="Improvements at Myers Park"/>	
<b>3. Brief Description of Purpose of Project:</b>	
<input style="width: 95%;" type="text" value="Construction of 30' x 40' Pavilion on concrete pad and picnic tables at Myers Park"/> <input style="width: 95%;" type="text"/> <input style="width: 95%;" type="text"/>	
<b>4. General Project Information:</b>	
a. Please check the one category this application addresses: <input type="radio"/> Land Acquisition for Parks and Open Space <input type="radio"/> Regional Trail Connector or Trail Project <input type="radio"/> Facilities (Capital) Improvements for Parks and Open Space	
b. Amount of Funding Requested: <input style="width: 80%;" type="text" value="\$ 85,700"/>	c. Total Project Costs: <input style="width: 80%;" type="text" value="\$ 85,700"/>
d. Start Date of Project: <input style="width: 80%;" type="text" value="November 2013"/>	e. End Date of Project: <input style="width: 80%;" type="text" value="April 2014"/>
<b>5. Authorized Signature (signatory must have contract signing authority):</b>	
Signature: <input style="width: 90%;" type="text"/>	Title: <input style="width: 90%;" type="text"/>
Print Name: <input style="width: 90%;" type="text"/>	Date: <input style="width: 90%;" type="text"/>

## SECTION 2: AUTHORIZED REPRESENTATIVE

The Applicant hereby designates the individual named below as the person authorized to act on behalf of the Applicant.

**Authorized Project Representative:** The following person is authorized to receive direction, manage work performed, sign required reports, and other acts on behalf of the Applicant.

Signature:	<div>Park Manager</div> Title:
<div>Judy Florence</div> Printed Name:	<div>972-548-4792</div> Phone Number:
<div>Myers Park &amp; Event Center</div> <div>7117 CR 166</div> <div>McKinney, TX 75071</div> Address:	<div>jflorence@collincountytx.gov</div> E-mail Address:

Has Collin County previously provided funding for this Project?

☐ Yes

☒ No

### ***For Collin County Parks Foundation Advisory Board Use Only***

*Does the proposed project advance the mission of the County Parks /Open Space Strategic Plan? \_\_\_\_ yes \_\_\_\_ no*

*Is the application administratively complete? \_\_\_\_ Yes \_\_\_\_ No*

*Did the applicant receive funding for this project in previous years? \_\_\_\_ yes \_\_\_\_ no (If yes, were they successful in the timely completion of the project? \_\_\_\_ yes \_\_\_\_ no*

## SECTION 3: CERTIFICATIONS AND ASSURANCES

### 1. Certifications

In order to receive funding under this program, the proposed project goals must be similar to and support or advance the mission published in the *Collin County Parks and Open Space Strategic Plan* (October 2001). By signing this Application, the person acting on behalf of the Applicant makes the certifications below.

#### a. **Authority to Sign Application**

The person signing this Application hereby certifies that he/she is the official contact regarding this Application and has authority from the Applicant to sign the Application and that such authority will bind the Applicant in subsequent agreements.

#### b. **Application Contains No False Statements**

The Applicant certifies that this Application has no false statements and that the Applicant understands that signing this Application with a false statement is a material breach of contract and shall void the submitted Application and any resulting contracts.

#### c. **This is a Reimbursement Program**

Applicants must have a minimum dollar for dollar in matching funds, comprised of direct cash, value of land to be improved, donated labor, material or in-kind services for the project being proposed. Under special circumstances at the recommendation of the Parks Foundation Advisory Board and approval by the Commissioners' Court, a direct payment may be considered.

#### d. **Eligible Applicants**

The Applicant must be a 501(c)(3) tax exempt organization, non-political group or any unit of local government, including municipalities, school districts, or county located in Collin County, Texas. Faith-based organizations are eligible to apply as long as inherently religious activities, such as worship and religious instructions are not conducted.

#### e. **Technical Feasibility**

The Applicant certifies that he/she has carefully reviewed the Project Narrative and Action Plan. To the best of their knowledge all activities are technically feasible and can be satisfactorily completed within the time frame proposed.

#### f. **Costs Reasonable and Necessary**

The Applicant certifies to the best of their knowledge that the proposed activities and the expenses outlined in the Budget are reasonable and necessary to accomplish the project objectives, and the proposed expenses are consistent with the costs of comparable goods and services.

### 2. Assurances

#### a. **Compliance with Progress and Result Reporting**

Applicant provides assurances that, if funded, the Applicant will comply with the requirements for reporting: reporting on the progress of the project activities and deliverables on a quarterly basis; providing before, during and after photos; and promptly notifying the Parks Foundation Advisory Board of any changes in plans.

#### b. **Financial Management**

Applicant provides assurances that, if funded, the Applicant will comply with contractual provisions and requirements necessary to ensure that expenses are reasonable and necessary, and to adhere to financial administration and reimbursement procedures and provide financial reports on a schedule established by Collin County.

#### c. **Accessibility**

Applicant provides assurances that, if funded, the park or proposed improvements will be accessible to **all** County residents.

#### d. **Compliance with Americans with Disabilities Act**

Applicant provides assurances that, if funded, the Applicant will comply with all applicable requirements of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12101-12213 (Pamphlet 1995).

## SECTION 4: PROJECT COSTS AND ELEMENTS

Name of Applicant: Judy Florence

Project Name: Myers Park Improvements ~ Pav

Either use this form or create an Excel spreadsheet using this format

Item No.	Description	U/M	Quantity	Unit Cost	Total	Requested Amount	Match Amount
1	Purchase & Installation of Pav	1	1	61,500	61,500	61,500	n/a
2	Construction of Concrete Pad	1	1	18,500	18,500	18,500	n/a
3	Picnic Tables	Ea	6	825	4,950	4,950	n/a
4	Shipping of tables	1	1	750	750	750	n/a
5							
6							
7							
8							
9							
10							
11							
12							
	<b>Project Total</b>				<b>85,700</b>	<b>85,700</b>	n/a

<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Judy Florence</div> Prepared By:	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Park Manager</div> Title:
<div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">Myers Park &amp; Event Center</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">7117 CR 166</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">McKinney, TX 75071</div> Address:	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">972-548-4792</div> Phone Number:
<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">jfflorence@collincountytx.gov</div> E-mail Address:	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">June 22, 2013</div> Date Prepared:

## **SECTION 5: RESOLUTION**

The sponsoring entity (governing board) must approve a resolution authorizing the project application submittal and designation of project official/representative. A copy of the resolution must be included in this application. **Insert photocopy of signed resolution.**

## **SECTION 6: PROJECT NARRATIVE**

**(No more than 5 pages, single spaced, Arial 11 font)**

## **SECTION 7: LOCATION MAPS, SITE PHOTOS, PROJECT SKETCHES, etc.**

## **SECTION 8: LETTERS OF COMMITMENT (Provide photocopy)**

## **SECTION 9: EVIDENCE OF NON-PROFIT STATUS (Photocopy of Current Valid IRS Tax Exemption Certificate if non-governmental agency)**